

### What I Wish Every Manager Knew

**There are 45 so far.** Consider this a list by which to build your knowledge base. I consider this list *essential* to being an effective and competent manager. If you've been to one of my leadership workshops, many of these concepts will look familiar. The Management-in-Minutes learning library addresses these and much, much more.

- Who they are on the inside determines what kind of manager they are on the outside
- Their natural leadership style
- That their relationship with their staff (how they treat people) is the number one Influencer in the performance of each team member.
- How people operate
- Natural wiring (personality type)
- How the brain works
- What motivates human (values)
- Emotional maturity matters and is the number 1 reason for disruptive employees
- Measuring is key to getting desired results (Note: everybody get results...they just may not be the ones you want.)
- Effective performance mgt. ...what that looks like
- How people develop
- How to be an effective coach
- How to build and nurture collaboration
- Effective leaders are able to look at themselves honestly (not afraid of self reflection)
- Effective leaders are comfortable in their own skin
- How to effectively lead a group/team (leverage peer pressure for increase productivity)
- Difference between a job description and a job competency (or critical success factor)
- It's all about execution and the ability to get outcomes

- How generations impact individual behavior
- How to be respectful – practically (article practical respect)
- Slight edge matters – it's little things done consistently that goes along way
- Adequate knowledge of technology DOES increase productivity
- Consistent Success is based in habits
- Managing their own careers, helps and empowers them to be better managers
- That it's all about managing self, people, process, things, information and stuff to get better results
- Know when to let someone go
- Know that keeping a disruptive, toxic team member undermines their leadership, motivation and productivity of a team and the financial bottom line of a company.
- Learning how to think creatively for self and team is an essential skill
- Got to train their team how to think.
- Creating/ nurturing team culture actually makes their job easier.
- Hierarchy leadership in teams is an old school model
- Most leaders use only a very small percentage of their teams potential
- How to use the concept of a staff meeting more effectively to develop skills and leadership, train, hold people accountable, increase results, and improve processes with best practices.
- Hire beyond the job description
- Be People Wise – know who is safe and who is not
- Learn how to read people more effectively
- That the real “trainers” of an organization are not the official trainers, but the managers and supervisors (those who over see that daily performance of employees).
- Identifying and understanding job functions, skills, etc

- Personal Power is essential to the effective use of Positional Power
- The concepts of “writing people up”, exerting “discipline” is old school, command and control leadership concepts.
- That tight accountability equals higher performance.
- That without a meaningful consequence most behavior will not change.
- That the lack of Eq or emotional intelligence is THE most significant contributor to underperforming and disruptive employees.
- That everyone has a preferred work orientation towards people, task, and information.
- That personal power trumps positional power every single time!

If you'd like to build your knowledge base in a systematic, easy and affordable way, consider a library pass to the Management-in-Minutes laser Learning Library or if you feel you need personal, customized attention, you can book a 25/25 Coaching Session.

Learn more at [www.management-in-minutes.com](http://www.management-in-minutes.com)